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Crab Meat Salad  
Sweet Breads Saute Jardinier  
Chicken Fricassee with Corn  
Fritters  
Roast Chicken with Dressing  
Mashed Potatoes Green Peas  
Coffee Ice Cream Tea Milk

**Supperette**  
**75c the Plate**

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Mushroom Sauce  
Coffee Desert Tea MILK

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but remember that your office exists to give you certain definite information. Unless your methods and equipment have been adopted for the sole purpose of giving you the facts you want, then your business will have to be guided by what information your present system can supply.

It is not uncommon to find Smith's office struggling along with methods and equipment which the chief clerk learned to use while working for Jones. The system is the only one the chief clerk knows perhaps, and works admirably for Jones; but it is not adapted to Smith's business at all.

In general the office performs two main functions: First, it provides the records for handling current transactions which can be filed for later use in adjusting claims or comparing prices. Second, it makes a record of the result of operations to form a basis for study in planning future improvements or economies.

To get the best results from the office the business man must first analyze his business carefully and decide what information he wants and how he wants it classified. In doing this he will often find that he is failing to get some reports he needs because his present methods, equipment, mechanical devices or principles of distribution are inadequate. On the other hand he may find reports he has rendered which were once satisfactory but which no longer meet the new factory or business conditions.

Once having established the reports desired and their statistical form, then every change or addition to the office machinery, furniture, filing or recording devices should be subjected to the following question:

Does it improve the method for getting information needed in MY business?

Is it the best I can secure for the purpose and can it be visualized quickly?

Can I standardize on it in making decisions necessary due to future growth in business?

Is it in form for ready reference and is it protected from fire?

The cost is only of importance with reference to service rendered and should be considered purely from the investment standpoint. The shrewd buyer has learned to discern between price and value.

The point in searching for office

economies and improvements, is to adopt equipment not alone because it has been used successfully in some other type of business, nor because it is the cheapest in its line; but because it is the best obtainable for giving you the information needed in YOUR business.

## PUPILS APPEAR IN RECITAL SATURDAY

The following program was presented in a recital by pupils of Mrs. Cordelia W. Hubbard at her studio, 508 East Culver street, Saturday afternoon at 3 o'clock:

Intermezzo ..... Davis  
Remembrance ..... Winifred Roberts  
In the Clover ..... Virgil  
Mary Frances Berryman  
The Brook ..... Betty Monaghan  
Barchett ..... Nevin  
Electra Berryman  
Narcissus ..... Nevin  
Flower Song from Faust ..... Genoud  
Harriet Whitwell  
Trovatore Fantasia ..... Dorn-Verdi  
Mary Stanley Woodson  
Song of the Pathland ..... Grieg  
Valse, Op. 70, No. 1 ..... Chopin  
Brenda Tweed  
Pas de Amphores ..... Chaminade  
Valse ..... Wachs  
Betty Berryman  
Song Without Words ..... Tchaikowsky  
Ballet Music ..... Massenet  
Rachel Marden  
Theme and Variations, Op. 2a ..... Beethoven  
In the Hall of the Mountain King ..... Grieg  
Deborah Brown  
A social hour followed the program and refreshments were served.

## Normal News

At the faculty meeting last Monday night the matter of closing for the summer vacation was discussed and the date was fixed for June 2, instead of June 4, as given in the catalog. This will bring commencement upon Wednesday evening instead of Friday, as heretofore. This change is made necessary by the contemplated building of the new dining hall. In order to have the new building ready for occupancy by Sept. 1, it will be necessary to utilize every day possible and it is planned

to have men ready to begin the demolition of the old building as soon as school closes. This will be used in the construction of the larger and more serviceable building which will be erected upon the site of the old.

Miss Ella Bennett, the secretary of the Y. M. C. A., has been spending the week in Flagstaff, assisting in the organization of work there for next year. A letter from Miss Margaret Pinson of the class of 19, states that she has given up the profession of teaching and is a partner in a real estate business. Miss Pinson taught for some time in Tempe, after her graduation. She is now located at Fullerton, Calif.

The new officers of the Y. W. C. A. were installed at the regular meeting of the association, April 1. Bible study, world fellowship, and social service are three phases of the work that will receive closest attention next year. The new officers are: President, Ruth Bergquist; vice-president, Pauline Perkins; secretary, Gladys Hamilton; treasurer, Inez Whitwell. Cabinet: meetings chairman, Dorothy Sutherland; world fellowship, Edith Sargeant; Asilomar, Sylvia Evans; music, Ruth Sterner; social service, Ethel Burton.

social committee, Nellie Welch; finance, Alma Beyer; four square, Alice Wilson; publicity, Louisa Berkenkamp.

After the jolt of the defeat by Phoenix high a week ago, the baseball team pulled itself together and defeated the Evans boys Wednesday by a score of 14 to 11. Lack of ability to hit has been one of the great weaknesses of the Normal team, but at Evans they displayed a decided improvement in this feature. We look for a steady record from now on.

Meetings of the Radcliffe Chautauqua have been held in the auditorium on Thursday, Friday and Saturday. It is pronounced a great improvement over the tent facilities of previous years. Very many of the students attended the programs, which were especially good this year.

Miss Vivien Standage of the class of 1918, who is now teaching in Mesa, came over last Wednesday evening to attend the program of the Zetetic society of which she was a member.

The junior play, "The Professor's Love Story," which will be given in the auditorium Friday evening, April 16, is expected to draw a large crowd. The plot is a most interesting and

amusing one and the cast selected to present it have worked diligently and expect to surprise their audience with many thrills. Some of the situations fairly teem with movement and a most enjoyable performance is assured.

**ROBBED OF HIS SUPPORT**  
With reference to the road mender

who fell down last week and injured himself. An explanation has now been given. It appears that the colleague next to him must have moved—London Punch.

Phone your Classified Ads to The Republican. We will collect later. Phone 4331.

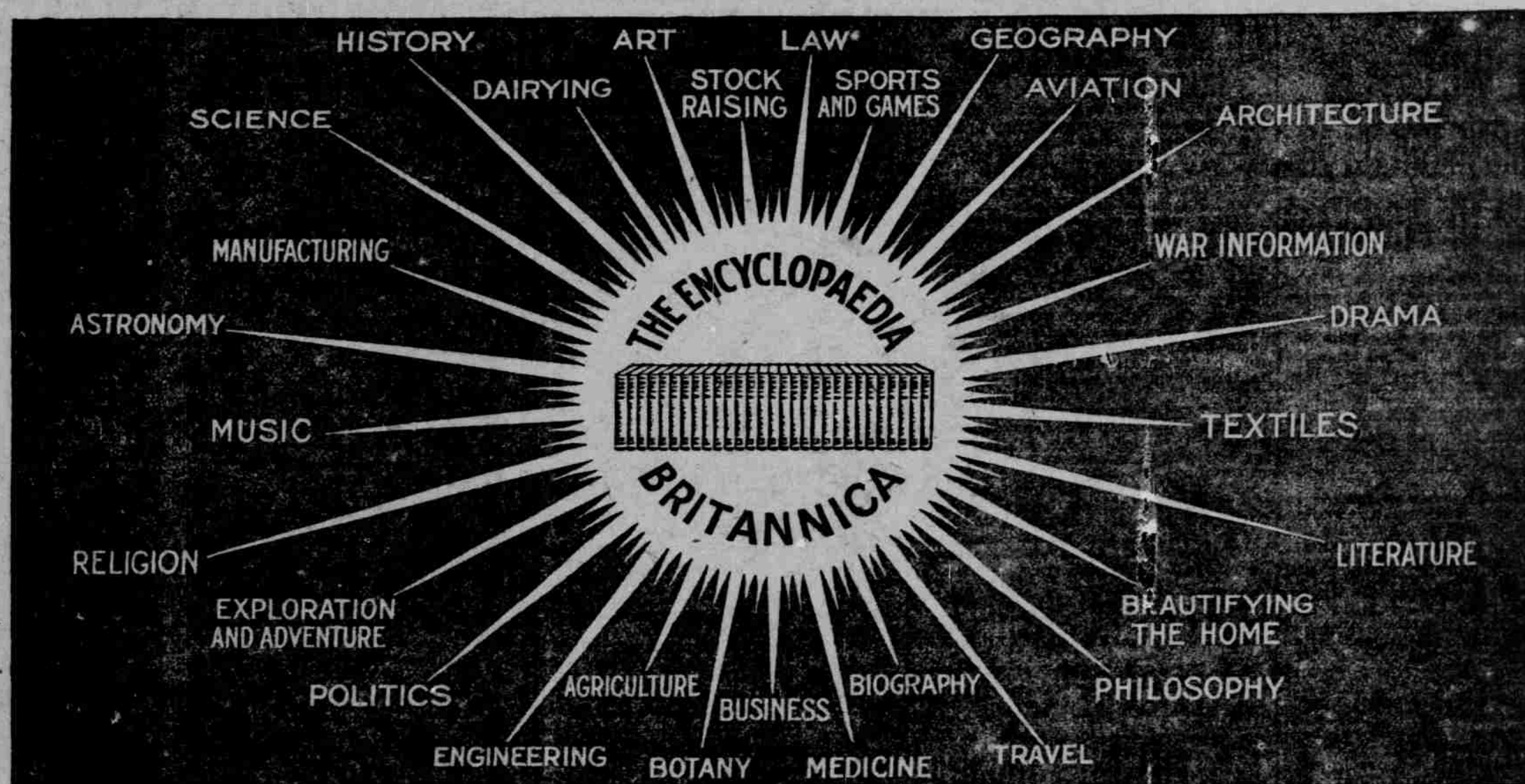
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### Your Country Needs Your Help in the Solution of the Great Problems Left by the War

We are now in a period of reconstruction in America as well as Europe. We must reconstruct and modify our industrial, social and political life to meet the new conditions as a result of the war.

The gravest questions that ever confronted a nation must now be met, and you will have to help settle these questions as a citizen of a democracy. For example: Shall we retain our high tariff or shall we operate on a free trade basis? Shall we wipe out our enormous national debt in one or two generations or shall we extend it

over a comparatively long period? Shall we adopt universal training or maintain a large standing army? Shall we place under permanent Federal control the railroads, telephone, telegraph and express companies or shall we keep them under private ownership? Shall this nation become more autocratic or tend toward Socialism? What will mean the greatest prosperity and happiness to the people?

These questions deeply concern you. A citizen today who is informed and is able to talk intelligently on problems of national importance will be sought out for his advice, and he is certain to play a large part in the solution of these questions.

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### Give Your Child a Fair Chance in the World

Who are the men and women in each generation who have stood head and shoulders above their fellow men and who have won the most notable success? They are the men and women who, as children, have educated themselves beyond the station to which they were born. Abraham Lincoln was the best educated lawyer in his town, and he continued throughout his life probably the best posted man in his generation, because he read and read and read. You insist that your child has brains, but you should help that child develop his brains, and give him every advantage possible within your means, so that when he becomes ready to go out to do his work in the world, he is not handicapped by lack of education. Your son or daughter may be handicapped by lack of money, but no educated man or woman considers the lack of money a serious handicap. What he or she does fear, however, and rightly, is the lack of education. Education is the path that leads to achievement, to a larger life and to greater success. Put in your child's hands the Encyclopaedia Britannica, the world's storehouse of knowledge, which has been the guide to the education of millions of men and women. It will inspire your child to learn, and it will furnish him with a great teacher on many thousands of subjects.

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